

Employee Appraisal

Self Evaluation Form

Employee Details

Name: _____

Job Title: _____

Department: _____

Appraisal Period: _____

Self-Assessment

1. List three major accomplishments during the appraisal period.

2. How would you describe your contributions to team success?

3. What feedback have you received, and how have you implemented it?

4. Identify areas where additional support or training is needed.

5. Outline goals for the next review period.

Performance Metrics Table

Appraisal Criteria	Rating (1-5)	Supporting Examples	Suggested Improvements
Adherence to Deadlines			

Leadership Abilities			
Innovation and Creativity			

Additional Comments from Employee:

Supervisor's Comments:

Employee Signature: _____

Date: _____